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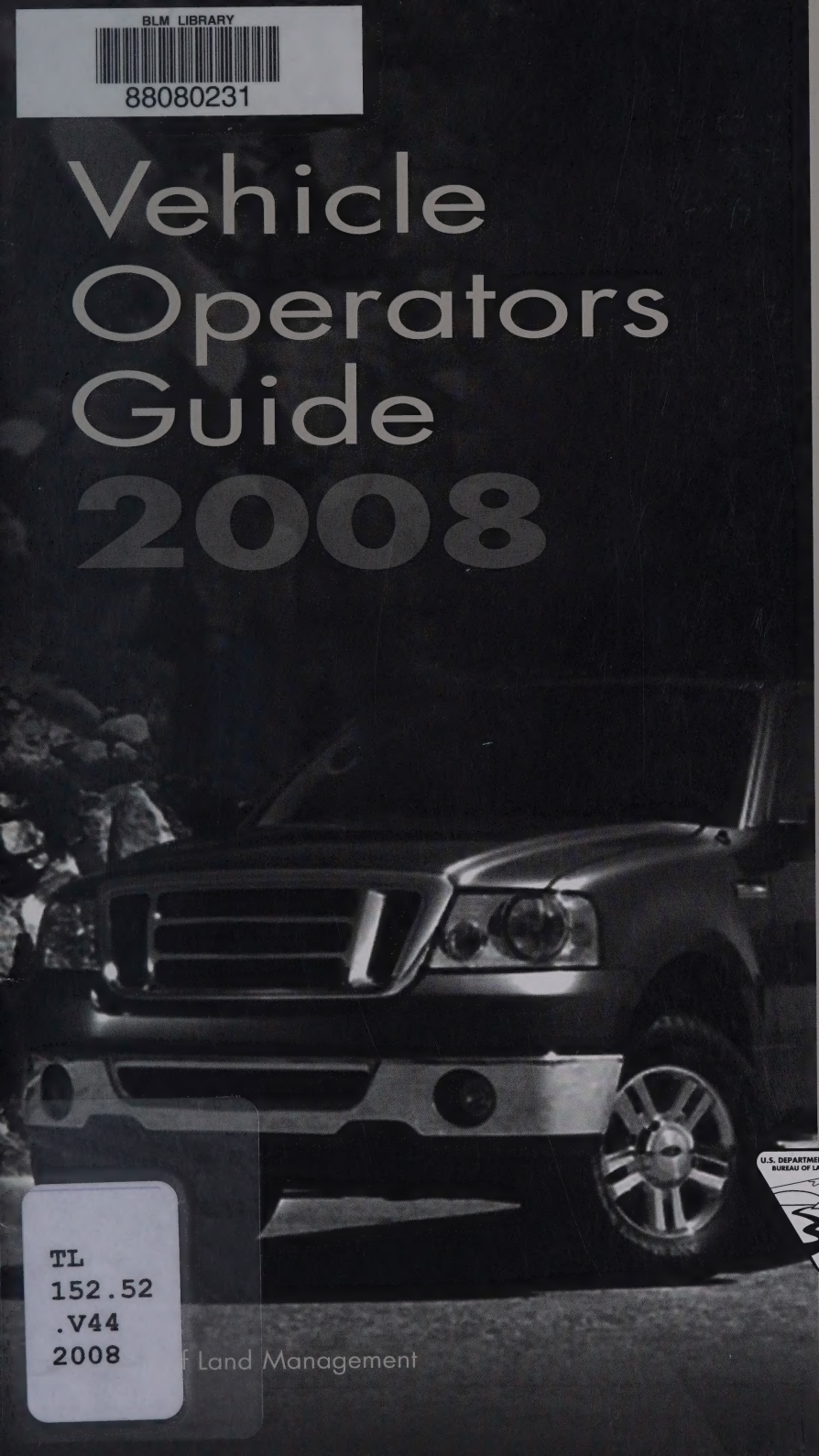
Vehicle Operators Guide 2008



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GENERAL

Catalytic Converters and Diesel Regeneration

WARNING: DANGER OF DEATH. During operation, the catalytic converter on gasoline-powered vehicles and the diesel regeneration unit on diesel-powered vehicles become very hot. It is possible that they can ignite combustible material in contact with the converter. During operation in vegetative material that may become caught by the converter or may be in contact with the converter, the vehicle must be stopped at frequent intervals to inspect and remove combustible material from near the converter. The vehicle must never be stopped and parked with combustible material contacting the converter.

FUEL AND CATALYTIC CONVERTERS and DIESEL REGENERATION

Potential harm to catalytic converters can occur if certain gasoline and oil additives are added to the gas tank or crankcase.

1. With the introduction of catalytic converters in 1975 model year motor vehicles, it is imperative that the vehicle manufacturer's instructions be followed regarding proper care and maintenance of the converter. The converter contains an inactive substance coated with a catalytic material (platinum and palladium) that

deteriorates only slightly in 50,000 miles of operation. Unleaded gasoline is specified for use in vehicles equipped with converters because it tends to reduce combustion chamber deposits and corrosion and prevents lead contamination of the catalyst that would render it ineffective.

2. Fuel system cleaning compounds or solutions and upper cylinder lubricants may contain lead, chemicals, or other materials that may be detrimental to the catalytic converter and render the catalyst inactive. Therefore, such items should not be added to the gas tank or crankcase of motor vehicles equipped with catalytic converters unless they are approved for such use.

3. Only Ultra Low Sulfur diesel fuel should be used to help maintain the operation of the engine and regeneration system on 2007 and later model year vehicles equipped with diesel engines.

Operator's Responsibilities

As the operator of this vehicle, you are responsible for complying with the following instructions:

1. Use the vehicle for official purposes only. This vehicle is to be used only for conducting official business of the Federal government. This is required by law. Any officer or employee of the government who willfully uses or authorizes the use of any government-owned passenger vehicle or aircraft or of any passenger motor vehicle or aircraft leased by the government for other than official

purposes, or otherwise violates the provisions of this paragraph, shall be suspended from duty by the head of the department concerned, without compensation, for not less than 1 month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant.

DON'T use the vehicle for private business, personal errands, or recreation.

DON'T transport members of your family or personal friends in this vehicle without specific written permission from your agency.

DON'T park the vehicle at places of amusement.

DON'T use this vehicle for transportation to or from work or park it at your residence unless you have a valid domicile authorization.

2. Carry required operator's permits (identification card and a valid State, territorial, Commonwealth of Puerto Rico, or District of Columbia operator's permit).

3. Operate the vehicle in a safe and prudent manner, obeying all traffic laws. A traffic violation, including an overweight citation, is the operator's liability.

4. Store this vehicle at government parking structures wherever possible.

5. Block vehicle wheels where there is any danger of the vehicle rolling, such as when jacked up or when parked

on a hill without curbs or banks. Turn the front wheel against the curb or bank when available. The operator shall be responsible for securing the vehicle when it is stopped or parked.

6. Mark vehicles parked or stopped in a traffic lane of a road by using flags, cones, or flares to warn motorists of the presence of equipment.

7. When backing, visually check that the area is clear before backing or maneuvering. If you are not sure the area is clear, get out of the vehicle and inspect the area. When present, a passenger must alight from the vehicle and assist in directing the operator in backing.

8. Except in cases of extreme emergency, do not use Interior-owned, -leased, or -rented vehicles for the towing or winching of visitor or public vehicles.

9. Ensure that all occupants of the vehicle are using their seatbelts and that any cargo is safely secured in the vehicle.

10. If the vehicle is being used to tow a trailer, ensure that:

    a. The trailer is properly loaded for weight distribution and balance.

    b. The weight of the trailer does not exceed the towing capacity or the gross combined weight that the vehicle is certified for. Highway capacities must be derated 20% for off-highway travel.

    c. The trailer is properly attached to the towing vehicle, all brake and lighting connections are secure, and the lights are working.

d. If the trailer is equipped with brakes, they are functioning properly with the towing vehicle.

11. Annotate the Vehicle Utilization Record, BLM Form 1520-42, found in the vehicle log book, whenever:

    a. The vehicle is fueled and the meter reading and fuel or alternative fuel gallons are entered. The transaction receipt is put into the pocket in the log book.

    b. An operator finishes using the vehicle; all entries including cost centers (if required) must be entered.

    c. The end of a trip or mission; all entries including cost centers (if required) must be entered.

    d. The end of the use period occurs; all entries must be entered. See the back of the form for further instructions.

12. The use of tobacco or tobacco products is prohibited in government-owned vehicles.

Day-to-Day Care

Make sure your vehicle is ready to go whenever you need it.

Here are some helpful hints that will keep your vehicle well cared for.

- ALWAYS REMOVE THE IGNITION KEY AND CREDIT CARD AND LOCK ALL DOORS WHEN LEAVING THE VEHICLE UNATTENDED.

- Place the ignition key, credit card, and log book in the designated location in your office.
- Set your parking brake every time you leave the vehicle.
- Use both the rearview mirror and your turn signal before moving from one traffic lane to another.
- If your vehicle becomes disabled or you have stopped for an emergency on the highway or any other public road, use your emergency flasher lights.
- Remove trash from the vehicle at least daily and clean up spills as soon as possible.
- The exterior of the vehicle may be washed at working capital fund (WCF) expense when it's dirty.
- The interior of the vehicle can be cleaned at benefiting activity WCF expense whenever required. The only exception to this is at disposition, when the WCF will pay for the cost of detailing the vehicle.
- Ensure that the vehicle receives timely and proper preventive maintenance in accordance with the manufacturer's recommendations and the Automated Fleet Management System is updated.
- Refill the fuel tank when the gauge shows one-half full or less.
- Make frequent checks of the engine oil level (at least weekly or at each fueling).
- Check the coolant level.

- Check the battery electrolyte level weekly, if possible—especially if your vehicle is driven in a warm, dry climate. Some batteries may seem to be maintenance-free, but they still require checking.

- Visually inspect the tires daily and have the air pressure checked at least weekly. Tire pressure lower or higher than recommended will reduce tire life and affect vehicle handling.

- Check with the tire vendor or manufacturer for the proper inflation pressure for the load that is being carried when the vehicle is not equipped with standard tires.

DRIVE DEFENSIVELY. THE MOST IMPORTANT SAFETY FACTOR IN AUTO TRANSPORTATION TODAY IS YOU, THE DRIVER.

ENERGY CONSERVATION

Each driver of a Bureau of Land Management (BLM) vehicle, every passenger of a BLM vehicle, and all supervisors authorized or directing the use of a BLM vehicle should be familiar with and be guided by the following principles:

1. The carrying capacity of government vehicles should be fully used wherever possible. Official trips should be coordinated with other personnel in your office. "Car pooling" should be standard practice.

2. Engines should not be left running more than 1 minute while vehicles are parked. Do not run the engine to warm up or cool down the vehicle. Exceptions are in extremely cold weather when the engine must be warm enough for the defroster to properly function. Another exception would be if the engine has become overheated and must be idled until it reaches a normal temperature.

3. All trips, particularly those in metropolitan areas of heavy traffic, should be planned to avoid times and areas of peak congestion. The destination should be accurately known and the best routes determined before departure.

4. All unnecessary trips—even short ones—should be avoided.

5. Excessive speed should be avoided, steady cruising speed maintained, and unnecessary stops and starts prevented. "Jackrabbit" starts, cruising speeds in excess

of 50 mph, and erratic driving habits all greatly increase gasoline consumption.

6. There should be no overfilling of fuel tanks, especially in summer. Fill until the pump automatically cuts off the flow of fuel. Fuel tank caps should be checked to ensure that they are in good condition and fit properly.

7. Tire pressure should be maintained at or 2 psi above the manufacturer's recommendation, particularly when the vehicle is heavily loaded or being driven at highway speeds. This slows tire wear and helps prevent tire failure.

8. Wheels should be properly aligned and balanced to reduce drag and excessive tire wear.

9. Engines should be kept properly maintained for best efficiency.

FUEL AND DAY-TO-DAY SERVICES

Fuel Selection and Purchase

Use self-service pumps wherever available and only the type of fuel recommended by the manufacturer.

Guidelines for Proper Fuel Selection

1. Use gasoline with alcohol addition whenever available if the price does not exceed that of the type recommended by the manufacturer and the gasoline is conveniently located.

2. Unleaded Fuel—All other vehicles must use unleaded "regular" gasoline as a primary fuel. In areas above 4,000 feet elevation where 85 pump octane fuel is available, this fuel should be used unless midgrade fuel is required by the manufacturer. In areas below 4,000 feet elevation, 87 pump octane fuel is considered regular unleaded gasoline and should be used unless midgrade or 89 pump octane fuel is required by the manufacturer. Vehicles normally using 85 octane fuel may be fueled with 87 octane fuel if they will be traveling to lower elevations where 87 octane is considered regular unleaded gasoline.

3. Alternative Fuels—Vehicles equipped for alternative fuel use must use alternative fuels such as compressed natural gas (CNG), liquified petroleum gas (LPG or propane), or ethanol blend (E85) whenever available and to the maximum extent possible.

4. Diesel Fuel Vehicles—Vehicles with diesel engines must use biodiesel blends of diesel fuel such as B20 whenever available. Diesel fuel blends of more than 20% should not be used when the ambient temperature is expected to be below freezing for an extended period while the fuel is being used.

Fleet Credit Card

Drivers using the credit card are responsible for obtaining authorized petroleum products and related services at the lowest overall cost to the government. Credit card purchases should be made from the companies accepting the fleet credit card.

Authorized Credit Card Purchases

Generally, fuel and small, incidental automotive purchases such as windshield wipers or windshield washer fluid, tires, tubes, and batteries or light bulbs are charged on the fleet credit card. Purchases of services or repair or towing should also be put on the fleet card unless the purchase is in excess of the fleet card spending limit. In these situations, the charge must be reported and moved to the correct cost code as soon as possible.

Unauthorized Purchases

Unauthorized purchases include storage, parking, major repairs other than emergency repairs, waxes, polishes, and purchases for personal use such as food, beverages, or magazines. Credit card purchases are restricted to the vehicle or piece of equipment to which the credit card is assigned. It is the responsibility of the

driver to obtain a copy of the delivery ticket or invoice for each purchase made and to verify that all pertinent information is recorded on the ticket before signing. The required information includes:

1. Name and address of service station and date of delivery.

2. Correct prices and extended totals for each item received.

3 License tag or property number of the vehicle where applicable.

4. Proper billing address and the 16-digit account number as shown on the face of the credit card.

Lost or Stolen Credit Cards
Lost or stolen credit cards must be reported immediately by telephone or Internet to the servicing financial institution. The local agency or organization program coordinator (A/OPC) should also be notified of the loss so the card can be deactivated. If the A/OPC is not available, notify the fleet credit card manager at the National Operations Center to deactivate the credit card. This must happen within 24 hours of the loss to prevent fraud.

Replacement for Damaged Credit Cards
Replacement cards may be requested by telephone or fax by providing the reason for replacement to the servicing financial institution using the telephone number

on the card, or the A/OPC can go to the servicing financial institution Web site and request a new card.

Service and Inspections

The manufacturer's recommended maintenance schedule for severe service must be observed unless a determination has been made that such a schedule is impractical. Under no circumstances will the service interval exceed that recommended by the manufacturer. The service interval for BLM light trucks is 3,000 miles or 6 months.

Vehicle Engine Service Frequency

All BLM-owned, commercially designed motor vehicles must have a maintenance or service at least every 12,000 miles or 12 months—whichever occurs first. Vehicle engines must be maintained in accordance with the manufacturer's recommended specifications to maximize fuel economy and to minimize exhaust pollution.

Vehicle Transmission Service Frequency

All BLM-owned, commercially designed motor vehicles must have a transmission service (including a fluid and filter change) performed every 30,000 miles.

PROCUREMENT OF VEHICLE PARTS AND SERVICES

Tire Replacement

Tires are replaced when the remaining tread measures 2/32 inch (1.6 mm) for all-season (street) tires and 1/8 inch (3.2 mm) for on- or off-road all-terrain tires.

OR—If the tire has been damaged, making it unrepairable and unsafe to continue in normal operation.

OR—If a latent defect in the tire becomes apparent, making it unsafe to continue in normal operation.

Tires are available from major tire dealers at GSA Federal Supply Schedule rates. However, competing brands may be available at a lower cost.

If a tire must be replaced because of damage before its normal replacement resulting from tread wear, the replacement cost shall be prorated between the benefiting activity and the WCF.

Use of Traction-Enhancing or Studded Tires on Government Vehicles

Many States restrict the use of studded tires on public roads and highways. The BLM must follow local laws regarding the use of studded tires. Where local BLM management determines that BLM vehicles must continue traveling under adverse highway conditions and studded tire or traction enhancing tires are determined to be

necessary to do this traveling safely, the tires may be purchased by the WCF. Biannual changeover of tires will also be paid by the WCF. Traction-enhancing tires are those with aggressive tread patterns and compounded with special rubber compounds or with additives to the rubber compound such as ground walnut shells. These special compound tires usually do not wear well at temperatures above 40° F. Therefore, tread wear should be monitored carefully on these tires.

Batteries

Batteries may also be available on the Federal Supply Schedule through a local dealer. Check the schedule for participating vendors. Purchase batteries equivalent to or exceeding the original equipment manufacturer's specifications if the vehicle will be government serviced. Ensure that the battery can be properly secured in the vehicle.

REPAIRS

Non-Warranty Repairs

Other than warranty repairs must be performed through commercial sources except where authorized BLM mechanics are employed or where other Bureau or Federal agencies have qualified mechanics and provide repair service under cross-servicing agreements. Repair and maintenance cost must be entered onto the Utilization Records, BLM Form 1520-42.

Warranty Repairs

Repairs under vehicle or equipment warranty must be performed by authorized dealers. Warranty repair problems that cannot be resolved must be referred to the BLM Fleet Management Center through the State Office for assistance. Consult the respective vehicle standard specification or invitation to bid for warranty coverage. Then take the vehicle to an authorized dealer and furnish the following information:

1. Odometer or hour meter reading
2. Contract number
3 Purchase order number
4. Vehicle Identification Number (VIN)
5. Date delivered

Items 2 through 5 are available from GSA Form 1398, which is usually affixed to the right or left front door lock or door post.

Authorized Repairs and Services

The following repairs and services are considered normal wear and should be charged to the WCF on BLM vehicles that are not in the 300 series classes (special use vehicles): Oil and filter changes, replacements, belts, hoses, batteries, alternators, starters, brakes, shock absorbers, tires, suspension bushings, ignition components, air conditioner and heater components, windshields and seat belts, all light bulbs, water pumps, idler or tensioning pullies, and other parts that wear out or become unserviceable during normal operations.

Repairs and Services Not Authorized to Be Charged to the WCF

No accident damage or repairs caused by off-highway operations (such as bent suspension components or damaged tires) may be charged to the WCF without authorization from the fleet manager. In addition, the WCF may not be charged for repairs to upholstery, carpeting, factory-installed radios and speakers, side glass, or field office-installed accessories. Towing or damage from towing may not be charged to the WCF, unless the vehicle became disabled because of a component failure that is authorized to be repaired by the WCF. Repair or replacement of major components such as engines, axles, or transmissions may not be paid for by the WCF if the failure resulted from abuse or neglect on the part of the operators.

Odometer or Hour Meter Failure and Replacement

1. Monthly Mileage and Hours Reports—Form 1520-42. If the odometer or hour meter fails, take the vehicle out of service, if possible, and have a new odometer or hour meter installed. If possible, have the new meter set to the reading on the old meter. If the new meter cannot be reset to the old reading, report this to the BLM Fleet Management Office and the "Meter Reading" field in the motor vehicle record will be updated. Record on the current month's vehicle report (Form 1520-42) the "ending meter reading from last report" in that block plus all miles and hours operated as reflected on the odometer hour meter up to the time of failure plus an estimate of any additional miles and hours operated up to the time the new odometer or hour meter is installed. Whether the new odometer or hour meter is installed immediately after the failure or the installation is unavoidably delayed, the date the new odometer or hour meter is installed will be the cutoff for the current month and the beginning of the next operating month. Record the zero or other mileage and hours reading from the new odometer or hour meter on Form 1520-42 in the block that reads "ending meter reading from last report."

2. Odometer Disclosure Requirements (49 CFR Part 580, GSA Bulletin FPMR G-149). This regulation requires the transferor of a motor vehicle to make written disclosure to the transferee concerning the accuracy of odometer mileage. The purpose is to inform the potential buyers of the vehicle's mileage so that they may be better able

to evaluate the condition and value of the vehicle. For BLM to comply with this regulation, all Field Offices must staple a sheet to the left inside of the "Historical Record Folder" for the vehicle and note the ending mileage from the old replaced odometer plus any estimated miles driven up to the date the new odometer is installed. When the vehicle is reported for disposition on Form APR, report the above mileage and the new odometer reading in miles, plus the date the new odometer was installed.

Reporting Quality Deficiencies—BLM Vehicles and Equipment

Definitions

Quality Deficiency is a deficiency that prevents an item from fulfilling its intended mission.

Category I, Quality Deficiency is a deficiency that may or will affect life or limb of personnel or operational capability to the extent that mission accomplishment is jeopardized.

Category II, Quality Deficiency is a deficiency that does not meet the criteria for a Category I, Quality Deficiency.

Heavy Equipment Purchased by the BLM—Prepare SF-368, Quality Deficiency Report; send original to the BLM Fleet Management Office and a copy to your State Office.

Motor Vehicles Including Components, Tires, Tubes, and Batteries Acquired by the BLM through GSA Procurement—Prepare SF-368, Quality Deficiency

Report; send original plus three copies to the National Operations Center, BLM Fleet Management Office, and send a copy to your State Office.

Category I, Quality Deficiency—Our assumption is that the BLM will not be involved. However, if a quality deficiency is considered to meet the Category I criteria, it must be reported immediately after discovery by telephone to the National Operations Center and confirmed in writing on an SF-368 within 72 hours after discovery.

Category II, Quality Deficiencies—Report these within 15 days after discovery on SF-368. When feasible, the report should include supporting documentation; for example, GSA Form 1348-1, Single Line Item Release/Receipt Document; GSA Form 308, Notice of Inspection; photographs; test reports; or other similar data.

Availability of Forms—Order from Fedstrip, NSN 7540-00-133-5541, SF-368, Quality Deficiency Report, U/I PD (pad of 100 sheets).

Instructions for Completing SF-368—Complete only Items 1, 4, 6 through 13, 15d, 16, 19, 21, and 22. Please see sample format of SF-368 and explanation of items on following pages. When the space provided for an item is not sufficient, enter "see item 22" and in item 22 show the applicable item number and enter the appropriate information. Use a separate sheet, if necessary.

Instructions for Preparing SF-368, Quality Deficiency Report

Item 1a. From (originating point). Enter the address of the originating point.

Item 1b. Type the name, duty phone, and signature. Enter the date, name, commercial phone number including area code, and signature of individual who will serve as a contact for questions regarding the report or to request a sample or exhibit.

Item 4. Date Deficiency Discovered. Enter the date the deficiency was discovered or, in the case of automotive vehicles, the earliest date the deficiency was suspected.

Item 6. Nomenclature. Enter the noun of the material or component part of an item, show nomenclature of part (e.g., spare tire), and show end item information in item 16a(1) and (2).

Item 7. Enter the manufacturer of the vehicle or component part, as applicable.

Item 8. Manufacturer Part No. Self-explanatory.

Item 9. Serial/Lot/Batch No. As applicable, enter the manufacturer's serial number, lot number, or batch number of the deficient material.

Item 10. Contract/PO/Document No. Enter the number of the contract (GS-OOS-____), purchase order,

and requisition or item number from the purchase order. (For motor vehicles, these numbers appear on GSA Form 8002, Motor Vehicle Delivery Order, affixed to the vehicle or the purchase order.)

Item 11. Item. Check the appropriate block to indicate whether the material is either new or repaired or overhauled.

Item 12. Date Manufactured/Repaired/Overhauled. Enter appropriate date. If the material is repaired or overhauled, enter the last repair or overhaul date and miles or hours at time of repair.

Item 13. Operating Time at Failure. Indicate the time material had been in operation since new or overhaul or repair when the deficiency was discovered, using the appropriate performance element; e.g., odometer miles, hour meter hours, and so forth. If the item is a motor vehicle, also indicate the date the vehicle was placed in service.

Item 15d. In Stock. For motor vehicles, enter number on hand of same type, year, and model (of engine, transmission, etc.).

Item 16. Deficient Item Works On/With. On motor vehicles, enter model, year, and serial number; e.g., F150, 2000, IFTRXIBLIXNB21304, IS53 F100001.

Item 19. Item Under Warranty. Check one of the blocks to indicate whether the deficient item is covered by a contractual warranty, if known.

Item 21. Action/Disposition. Check one of the blocks to indicate the action taken or requested concerning the deficient material. If an exhibit is being held, indicate the number of days the exhibit will be held by completing the space provided. (Holding exhibit for _____ days). If none of the items indicate the action/disposition taken or requested, check "other" and identify the nature of the action taken or requested in Item 22.

Item 22. Details. For a fully comprehensive report, the following types of information should be entered in this item if applicable and available:

a. An explanation of what is wrong with the item (e.g., right rear brake drum cracked, oil pan leak at front seal, frame broken at RR spring hanger). Explain how the item does not function with relating parts or assemblies, describing cause, if known. Include specific violations of specifications, pertinent regulations, instruction, or contracts. If an exhibit is being held, give the location.

b. How the deficiency was detected or confirmed, such as visual inspection or functional operations during use.

c. Include the number of previously known deficiencies concerning these items and show date of report and report number where motor vehicles are involved (e.g., 7/7/76, #4-76; 9/7/75, #5-76, etc.).

d. Where the deficiency condition was discovered; i.e., receipt inspection during cyclical inspection,

during maintenance, special inspection directed by inventory control point, or, for motor vehicles, provide the name of the government or commercial shop that discovered the deficiency.

e. Include storage or handling information when it seems that these factors have contributed to the deficiency being reported.

f. List the supporting documents included with this report. Photographs or sketches are extremely valuable and should be included whenever possible. (When photographs are taken, a 12-inch or other ruler should be employed as a scale placed beside the object in each photograph. Measurements should also be shown on sketches.)

g. Include the following information when motor vehicles or components thereof are involved:

(1) Name and address of the agency or activity that contracted for the purchase of the vehicle.

(2) Date the vehicle was received.

(3) Odometer or hours on the vehicle and the date it was delivered to the first consignee.

(4) Delivery FOB Origin or FOB Destination.

(5) Name of delivering carrier.

(6) Name and address of repair site (dealer, commercial garage, or government location).

(7) Repaired under warranty at no cost or at government expense.

(8) Cost of parts, labor, and total if paid for by the government.

(9) If correction is refused, give the name and address of a contact at both the dealer's or manufacturer's zone or service office.

IN CASE OF AN ACCIDENT

1. Follow instructions on Form DI-135 (envelope), "What Every Driver Should Do in Case of Accident."

2. All motor vehicle accidents resulting in personal injury or property damage must be investigated promptly. The investigator will establish the "Who, What, Where, When, How, or Why" facts related to the accident or incident.

3. Vehicle Operator Must:

    a. Complete SF-91, Operators Report of Motor Vehicle Accident, at the scene. If conditions prevent this, make notes of the following:

        (1) Registration information for the other vehicle (owner's name, license number and State, serial number, and vehicle description).

        (2) Information on the other driver (name, address, operator's permit number, and expiration date).

        (3) Name and address of each person involved and the extent of observed or reported injuries.

        (4) Name and address of company insuring the other vehicle.

(5) General information such as location, time, measurements, weather, damage, etc.

b. Get the name and address of each witness. Ask him or her to complete SF-94l, Statement of Witness.

c. If you are injured, complete Form CA-1, Federal Employee's Notice of Injury.

d. Complete OF-26, data bearing upon scope of employment of motor vehicle operator at the scene, and attach it to completed SF-91.

e. Submit all reports and data to your supervisor as soon as possible, but not later than the next working day.

f. Submit a written report to the State Motor Vehicle Department or other authority as required by the locality in which the accident occurred. It is your responsibility as a driver to know and comply with local laws in this respect. Request forms and information from the police.

g. Notify your supervisor immediately if you are subsequently sued or threatened with a lawsuit for torts arising out of the accident.

h. Do not encourage anyone to file a claim. When questioned, refer individual to your supervisor (claims are filed on Standard Form 95, Claim for Damage or Injury, with the local Field Office of

the Bureau from whose activities the accident or incident occurred.)

4. Use the following guidelines when reporting accidents:

   a. State the facts to the best of your knowledge; do not state personal conclusions as to fault or responsibility.

   b. Report accidents only to authorized representatives of government, employee's insurance company, investigating police officers, and others as required by law.

   c. Furnish a copy of the insurance policy to your supervisor (if liability insurance is carried that covers you or the government).

   d. Conduct a report of survey if any damage has occurred to BLM-owned or leased vehicles or equipment.

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